



# COUNTY OF SANTA CRUZ

General Services Department  
Purchasing Division

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073  
(831) 454-2210 FAX: (831) 454-2710

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## COUNTY OF SANTA CRUZ, CALIFORNIA

Invitation for Bid (IFB) # 22B2-003

FOR

### *Offsite Shredding Services*

Question Deadline	5:00 PM; Pacific time, March 24, 2023 Submit questions by email to Contact Person
<b>Submittal Deadline</b>	<b>5:00 PM, Pacific Time, April 14, 2023</b> Proposal must be submitted by this Deadline.
Submittal Location	General Services Department - Purchasing Division 701 Ocean Street, 3 <sup>rd</sup> Floor, Room 330 Santa Cruz, CA 95060
Contact Person	Maralise Howze, Buyer Email: <a href="mailto:Maralise.Howze@santacruzcounty.us">Maralise.Howze@santacruzcounty.us</a> Phone (831) 454-2723 Fax (831) 454-2710

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<b>SECTION I. INVITATION</b>
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The County of Santa Cruz invites sealed bids from fully licensed, insured, bonded, certified contractors to furnish all labor, tools, equipment, and incidentals required to provide secure offsite document destruction services of confidential papers and media for various departments of the County of Santa Cruz.

Established in 1850 as one of the state's original 27 counties, the County of Santa Cruz was originally called Branciforte. The name was later changed to Santa Cruz, which is "holy cross" in Spanish. The County of Santa Cruz geographically is the second smallest county within the State of California yet it has one of the largest unincorporated area populations. The 2020 estimated population for the County of Santa Cruz by the U.S. Census Bureau was 270,861. The County encompasses an urban service area of 440 square miles.

**SECTION 2. INSTRUCTIONS TO RESPONDENTS**

2.1 Preparation of IFB

Respondents shall submit the completed Invitation for Bid (IFB) with appropriate attachments or explanatory materials. All attachments shall be identified with the Respondent's name and IFB number. No oral, telegraph, telephone, facsimile, electronic responses or photocopies will be accepted. IFBs must be completed in ink, typewritten, or word-processed.

2.2 IFB Documents

Refer to Section 5- Official IFB Form.

2.3 IFB Process Schedule

a. The following is an anticipated IFB and engagement schedule. The County may change the estimated dates and process as the County deems necessary. The proposed schedule for the submittal reviews and notification is as follows:

Activity	Date
BOS Approval (if over \$100K)	03/14/23
Advertise RFP - Sentinel	03/14/23 03/21/23
Release RFP	03/14/23
Question Deadline	03/24/23
Dissemination of Answers	04/03/23
Deadline for Submittals	04/14/23
Tentative Award	May 2023
Contract Negotiation	May-June 2023
Board Approval of Contract	June 2023
Contract Start Date	07/01/2023

2.4 Submission of Response to IFB

- a. Respondent shall submit one (1) original hardcopy signed in blue ink and marked "ORIGINAL" and one (1) electronic copy (USB drive) of the completed bid as specified herein.
- b. Responses to the RFP shall be delivered in a sealed envelope, clearly marked **IFB #22B2-003**, addressed to:

GSD - Purchasing Division  
Attn: Maralise Howze  
701 Ocean Street, Room 330  
Santa Cruz, CA 95060

- c. The deadline to submit proposals is **April 14, 2023, at 2:00 PM PDT.**

- 2.5 On Site Inspection  
On site inspection of Respondent's facilities may be required by the County to ascertain that facilities and equipment will suffice for the required specifications.
- 2.6 Public Opening of IFB  
Bids will be publicly opened and read aloud immediately after the Submittal Deadline at the General Services Department, Purchasing Division, 701 Ocean Street, Room 330, Santa Cruz. Bids will be available to the public for review only after award of the contract.
- 2.7 Multiple Bids  
Only one IFB will be accepted from any one person, partnership, corporation or other entity; however, several alternatives may be included in one IFB.
- 2.8 Late Responses  
All responses to the IFB must be delivered in person or received by mail no later than **April 14, 2023, at 2:00 PM PDT**. Respondents shall be responsible for the timely delivery of their IFBs. Responses received after the deadline will be returned unopened.
- 2.9 Point of Contact  
All questions regarding this IFB shall be submitted in writing to the Contact Person or their authorized designee. No other individual has the authority to respond to any questions on behalf of the County. Failure to adhere to this process may disqualify the Respondent.
- 2.10 References  
Respondent shall submit Exhibit B- Customer References with IFB. Unsatisfactory responses to reference checks may result in rejection of the bid.
- 2.11 Non-Collusion Declaration  
Respondent shall execute a Non-Collusion Declaration on the form furnished by the County as Exhibit C.
- 2.12 IFB Evaluation Criteria  
If an award is made, it will be made to the lowest responsive and responsible respondent(s). In addition to the total bid price, other factors including prior performance, maintenance costs, warranty provisions, and delivery time may be of considered.
- 2.13 Reservations  
At any time, for its own convenience, and at its sole discretion, the County may:  
A. Reject any and all responses, without indicating any reasons for such rejection.  
B. Waive or correct any minor or inadvertent defect, irregularity or technical error in any IFB, response, or any subsequent negotiation process.  
C. Terminate this IFB and issue a new Invitation for Bid anytime thereafter.  
D. Procure any materials or services specified in the IFB by other means.  
E. Extend any or all deadlines specified in the IFB, including deadlines for response, by issuance of an Addendum at any time prior to the deadline for receipt of responses to the IFB.

- F. Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the response or other data available to the County. Such disqualification is at the sole discretion of the County.
- G. Reject any Respondent that is in breach of or in default under any other agreement with the County.
- H. Reject any Respondent deemed by the County to be non-responsive, unreliable, or unqualified.

2.14 Notification of Withdrawals of Responses to IFBs

Responses may be modified or withdrawn prior to the date and time specified for submission by an authorized representative of the respondent by formal written notice. All responses not withdrawn prior to the response due date will become the property of the County of Santa Cruz.

2.15 Interpretation

Should any discrepancies or omissions be found in the IFB, or doubt as to its meaning, the respondent shall notify the Buyer in writing at once (e-mail is acceptable). The Buyer may issue written instructions or addenda to all participants in this IFB process. No oral statement of interpretation by County staff shall be binding. Questions must be received at least by the Question Deadline. All addenda issued shall be incorporated into the final award.

2.16 Pre-Award Conference

If requested, successful Respondent(s) shall meet with the County representatives prior to the Award of Contract to review the specifications and finalize the initiation of the proposed Contract.

2.18 Addenda

- A. These documents may not be changed by any oral statement. Changes to these documents will be by written addenda issued by the Buyer or their designee.
- B. Addenda will be posted on the [General Services Department website](#). If/when necessary, the Buyer will email addenda to all known Respondents of record.
- C. Respondents shall be responsible for ensuring that their bids reflect any and all addenda issued by the Buyer or their designee prior to the Deadline for Bids regardless of when the bids are submitted. All addenda issued shall be incorporated into the final award.

2.19 Proprietary Information

Bids will be subject to public inspection in accordance with the California Public Records Act (CPRA). To protect proprietary information, if any, Respondent must clearly mark proprietary information as such, submit it in a separate sealed envelope and only reference it within the body of the bid. Respondent should not include in the bid any material that Respondent considers confidential but that does not meet CPRA disclosure exemption requirements. Respondent shall be responsible to defend and indemnify the County from any claims or liability to compel disclosure of any part of its proposal claimed to be exempt from disclosure.

2.20 Brand Names, Model Designations and Descriptions

Technical equipment specifications contained in this IFB have been provided by the using department(s)/agencies. Any brand names, model designations or descriptions that may appear in this IFB are solely for prospective vendor's reference and are used only as an indication of the general type and quality of equipment considered acceptable. Equipment and features listed herein are known to meet the performance and quality needs of user and are intended as a guide to prospective offerors. Offers on equipment of comparable quality and performance capabilities will receive consideration, providing they meet the technical approval of the Santa Cruz County requesting department(s)/agencies and conform to conditions of this IFB concerning exceptions, variances and/or deviations.

2.21 Exceptions and/or Deviations

No exceptions to or deviations from this specification will be considered, unless each exception or deviation is specifically stated by the respondent as an exception on the response and is accompanied by a detailed statement completely defining the exception and/or deviation. The manufacturer's name, product name or trade name, and catalog or part number must be shown on the response in the designated places; however, that information alone is not sufficient evidence that the respondent is proposing an exception. If no exception or deviation is expressly stated by respondent, then the respondent will be required to furnish the equipment exactly as specified in the IFB.

2.22 Protests and Appeals Procedures

See Exhibit D.

2.23 Local Vendor Preference (potentially optional if federal funds are involved)

Pursuant to County Code 2.37.108, the County of Santa Cruz will offer a local business the opportunity to match the low bid if their bid is within 5% of the low bid. A local vendor is defined as one that has an established business located within the boundaries of the County as defined in the County Code 2.37.108. In order to qualify, a local vendor must request from, complete, and return the Locally Operated Business Preference Affidavit of Eligibility form to the Purchasing Division of the General Services Department County of Santa Cruz within 3 days after the bid opening. After review of the completed Affidavit, Purchasing shall allow a qualified local vendor to match the low bid.



### SECTION 3. SPECIFICATIONS AND REQUIREMENTS

#### 3.1 Scope

The County of Santa Cruz is soliciting bids for secure off-site and on-site SHREDDING of confidential documents and other media (i.e. hard drives, compact disks, floppy disks, film, negatives, blueprints, microfiche, tapes, transparencies, ribbons, etc.) as required by the various departments in need of secure destruction of sensitive information. The County of Santa Cruz prefers a service provider with NAID (National Association for Information Destruction) certification or membership.

This bid will be used by the County of Santa Cruz to arrange for the secure collection, transportation, and certified destruction of the bin(s)' contents. The contract shall be for a twelve (12) month period, commencing July 1, 2023 and terminating on June 30, 2024. The County reserves the right to extend said contract annually, upon expiration date, up to three (3) additional years, for a period not to exceed forty-eight (48) months inclusive of original contract.

#### 3.2 General Requirements

All shredding bins and consoles shall be secured with a locking mechanism with key access. At least one (1) key must be provided to the County of Santa Cruz department contact upon placement of receptacles. Shredding bins shall have a capacity to hold 640gallons of paper/200 pounds and 96 gallons of paper/300 pounds (or of similar size), with wheels. Consoles shall have a capacity of 32 gallons of paper/70 pounds (or of similar size). Total number of bins/consoles and locations may be added or subtracted during agreement as need and funding requires. Number of pickups may vary, depending on departments' needs and can be adjusted during term of agreement. Only bins filled to 50% capacity or more shall be serviced, unless requested otherwise by the participating department.

#### 3.3 Specific Requirements

In most cases, service is to be performed on a bi-weekly or monthly basis depending on the size of the receptacles and the requirements of each department. Some locations may require less frequent service. Additional pickups and will calls will be provided on an as needed basis. Some departments typically do a yearly purge. Successful vendor shall make arrangements with each participating County department to select a specific pickup day and time range during the department's **business hours** for bi-weekly or monthly service, or purge pick up. If the pickup day falls on a [holiday](#), successful vendor will pick up materials on the first business day following the holiday. A Certificate of Destruction shall be issued upon the shredding of each bin done on site, if requested. If not, a Certificate of Destruction accompanying an invoice indicating amount destroyed will be acceptable for off-site destruction.

#### 3.4 Quantities

The County of Santa Cruz currently has ten (10) departments using off-site shredding, with a total of thirty-six (36) 64-gallon bins, six (6) 96-gallon bins, and thirty-six (36) 32-gallon consoles, located at thirty-three (33) different sites as listed in Attachment A. Yearly purges may be done with standard size file boxes, security bins or 32-gallon bags; quantities will vary by department. The County of Santa

Cruz reserves the right to increase or decrease the number of receptacles necessary to fit the needs and the funding of the County of Santa Cruz. No guarantee can be given that the quantities stated in Attachments A and B will be reached or exceeded.

3.5 Pricing

It is understood that the unit prices quoted herein are to remain firm for the entire term of this agreement effective July 1, 2023 through June 30, 2024. Thereafter, annual renewal pricing increases, if any, will be limited to the same percentage increase in the C.P.I. for San Francisco, Oakland, and Hayward CA for the twelve (12) preceding months. Vendors are to provide a cost per bin price for each size listed on the official bid form for off-site and/or on-site destruction. Off-site for each bin picked up, emptied into a secure mode of transportation, and returned to its original location. On-site for each bin picked up, emptied, contents securely destroyed on the premises, and returned to its original location. Unit price is to include the cost to deliver new bins or to pick up bins no longer required. Department purges should be priced per standard sized file box, bag or bin.

3.6 Compensation

In consideration for contractor accomplishing said result, County agrees to pay contractor as follows: payments will be monthly for work performed and receipt of applicable certificates of destruction together with proper invoices in accordance with the rate schedule contained in this agreement. The County will not pay for shredding services not provided because the driver arrived after business hours and could not access bins.

3.7 Master Agreement

The County intends to award the services requested on this IFB to a contractor(s) for one master agreement for all County Departments requesting these services. Contractor would be required to submit separate invoices to individual County departments. Departments are required to process payments under its own account.

If your firm is capable of providing most services, but not all, you may bid on as many services as possible and indicate why you cannot provide the other services.

**SECTION 4. STANDARD TERMS AND CONDITIONS**

4.1 Invoicing

The County Auditor Controller will only pay by original invoice. No invoices for partial shipments shall be authorized for payment without prior approval by the Auditor Controller. Invoices in triplicate must be made out to County of Santa Cruz and promptly sent by the Contractor to the requesting department. Invoices must show purchase order number, name of requesting department, description of items purchased, unit prices, and all applicable taxes and shipping charges.

4.2 Controlling Law

The Contract shall only be governed and construed in accordance with the laws of the State of California and the County of Santa Cruz, and proper venue for legal action regarding the Contract shall only be in the County of Santa Cruz.

4.3 Price Decline

In the event of a price decline or if the Contractor contracts with another government entity for the same product at lower prices than offered herein, with other terms and conditions being equal, then supplier shall immediately extend those same lower prices to the County.

4.4 Taxes, Charges and Extras

1. Unless otherwise stated by prospective vendor, the prices quoted herein do not include Sales, Use or other taxes. Any offer reading "Full Contract Price" or "Lump Sum Price" shall require prospective vendor to include such taxes, as may be valid and applicable, in the offered price. No additional tax charges shall be allowable when these phrases are used.
2. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose, except taxes legally payable by the County, will be paid by the County unless expressly included and itemized in the offer.
3. The County does not pay Federal Excise Taxes. Do not include these taxes in your price; but do indicate the amount of any such tax. The County will furnish an exemption certificate in lieu of such tax.

4.5 Award

1. Unless the prospective vendor specifies otherwise in his offer, or the Invitation for Bid states otherwise, the County may accept any item or group of items of any offer.
2. The County reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received.
3. A written Purchase Order mailed, or otherwise furnished, to the awarded vendor within the time for acceptance specified, results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.

4.6 Alteration or Variation of Terms

It is mutually understood and agreed that no alteration or variation of the terms of this invitation or purchase order shall be valid unless made and confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated

herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

4.7 Assignability

A contract is not assignable by Vendor either in whole or in part.

4.8 Compliance with Statute

In connection with the sale and delivery of the property furnished, Vendor must comply with all applicable Federal and State statutes and regulations and local ordinances.

4.9 Warranty

Vendor warrants to County and/or County's customer that the goods and/or services covered by this order will conform to the drawings, specifications, samples, description and time provisions furnished by County and will be of first class material and workmanship and free from defects; and County reserves the right to cancel the unfilled portion of this order without liability to Vendor for breach of this warranty. Goods will be received subject to inspection and acceptance at destination by County; risk of loss before acceptance shall be on Vendor. Defective goods rejected by County may without prejudice to any other legal remedy be held at Vendor's risk and returned to Vendor at Vendor's expense. Defects are not waived by acceptance of goods nor by failure to notify Vendor thereof.

4.10 Patent Indemnity

The Vendor shall hold the County of Santa Cruz, its officers, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.

4.11 Samples

Samples of items, when required by this IFB or reasonably requested by the County, must be furnished free of charge to the County and, if not destroyed by tests, may upon request made at the time the sample is furnished, be returned at the prospective vendor's expense.

4.12 Rights and Remedies of County for Default

1. In the event any item furnished by the Vendor in the performance of the contract or purchase order should fail to conform to specifications therefore, or to the sample submitted by the Vendor with his offer, the County may reject the same. It shall thereupon become the duty of the Vendor to reclaim and remove the same, without expense to the County, and immediately to replace all such rejected items with others conforming to such specifications or samples. Should the Vendor fail, neglect or refuse to do so, the County shall have the right to purchase in the open market, a corresponding quantity of any such items and to deduct from any moneys due or that may thereafter become due to the Vendor the difference between the prices named in the contract or purchase order and the actual cost thereof to the County. In the event the Vendor shall fail to make prompt delivery of any item, the same conditions as to the rights of the County to purchase in the open market and for reimbursement as set forth above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or the government.

2. Cost of delivery of an item which does not meet specifications, will be the responsibility of the Vendor.
3. The rights and remedies of the County provided above shall not be exclusive and are in addition to any other rights and remedies provided by the law or under the contract.

4.13 Discounts

1. Terms of less than 30 days for cash discount will be considered as net.
2. In connection with any discount offered, time will be computed from date of complete delivery of the supplies or equipment as specified, or from date correct invoices are received in the office of the requesting department if the latter date is later than the date of delivery. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the County warrant or check.

4.14 Severability

Should any part of the Contract be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect the validity of the remainder of the Contract which shall continue in full force and effect; provided that the remainder of the Contract can, absent the excised portion, be reasonably interpreted to give the effect to the intentions of the parties.

4.15 Tropical Wood Products

This Contract is subject to Santa Cruz County Ordinance 2.37.107, which prohibits the use of tropical hardwood or tropical wood products. If any respondent or Contractor fails to comply in good faith with any of the provisions of County Code Section 2.37.107, the respondent or Contractor shall be liable for liquidated damages in an amount equal to the respondents or Contractors net profit under the Contract, or five percent (5%) of the total amount of the Contract Sum, whichever is greater. The Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the County upon demand and may be set off against any monies due to the respondent or Contractor from any contract with the County.

4.16 Recycled Products

It is the policy of the County to encourage the use of products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those containing no recycled materials or a lesser amount, where the total cost is no greater. In addition to this preference for products containing recycled materials, a preference is given which is equal to 10% of the lowest bid or price quoted by suppliers offering products not containing recycled materials.

A "product containing recycled materials" shall mean, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301(c) of the Public Contract Code, and shall mean, with respect to other products, a "recycled product," such as, but not limited to, plastic, motor oil, paint, pavement, insulation, tires, etc., as that term is defined in Section 12301 (d) of the Public Contract Code.

To the extent that the Public Contract Code or other provisions of State law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of State law shall prevail.

4.17 Environmentally Preferable Products

The County desires to purchase environmentally preferable products that minimize environmental impacts, reduce waste by increasing product efficiency, and contain recycled content. The County requests vendors to eliminate packaging or use the minimum amount necessary for product protection. Packaging that is reusable, recyclable or compostable is preferred. Indicate on bid response how packaging on item(s) offered meets this request.

The County prefers to purchase U.S. EPA Energy Star certified products. Vendors may visit the Energy Star website at [www.energystar.gov](http://www.energystar.gov) for product specifications and updated lists of qualifying products. Responses to solicitations should identify any products that have earned the Energy Star certification.

4.18 Bid Results

Bid results are available for inspection at the office of the General Services Department, Purchasing Division, 701 Ocean Street, Rm 330, Santa Cruz, California. Awarded vendor(s) can be viewed on the County of Santa Cruz General Services web site at [www.co.santa-cruz.ca.us](http://www.co.santa-cruz.ca.us)

4.19 Travel Reimbursement

All travel, hotel accommodations and meal expenses for services required under any resulting contract from this Invitation for Bid, shall be charged at current per diem rates as follows:

- 1) Mileage rates are limited to the maximum allowable IRS rate for California;
  - 2) Lodging rates are limited to the Federal maximum per diem rates plus the applicable transient occupancy taxes;
  - 3) Meal reimbursement rates are limited to Federal per diem rates.
- Any exceptions must be pre-approved by the County Auditor/Controller.

4.20 Data Security and Privacy – Protected Information

Contractor acknowledges that its performance of services or activities under this Agreement may involve access to confidential information including, but not limited to, personally identifiable information, protected health information, or individual financial information (collectively, "Protected Information") that is subject to state or federal laws restricting the use and disclosure of such information. Contractor agrees to comply with all applicable federal and state laws restricting the access, use and disclosure of Protected Information.

1. Contractor agrees to hold the County's Protected Information, and any information derived from such information, in strictest confidence. Contractor shall not access, use or disclose Protected Information except as permitted or required by the Agreement or as otherwise authorized in writing by the County, or applicable laws.
2. Contractor agrees to protect the privacy and security of Protected Information according to all applicable laws and regulations, by commercially acceptable standards, and no less rigorously than it protects its own confidential information, but in no case less than reasonable care. Contractor shall implement, maintain, and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of the Protected Information.
3. Within 30 days of the termination, cancellation, expiration or other conclusion of the Agreement, Contractor shall return the Protected Information to the County unless the

County requests in writing that such data be destroyed. Contractor shall certify in writing to the County that such return or destruction has been completed.

4. Contractor agrees to include the requirements contained in paragraphs (1) through (4) inclusive, in all subcontractor contracts providing services under this Agreement.

**SECTION 5. OFFICIAL IFB FORM**

The undersigned offers and agrees to furnish all work, materials, equipment or incidentals which are subject to this Request at the prices stated, and in conformance with all plans, specifications, requirements, conditions and instructions of County of Santa Cruz Invitation for Bid #22B2-003.

With Your bid, submit the following completed documents in the following order:

- Section 5: Official IFB Form
- Attachment 1 - Offsite Document Destruction Form
- Exhibit A
- Exhibit B
- Exhibit C
- Exhibit D
- Exhibit F- only complete & return if your company has a fixed location within the County of Santa Cruz.
- Exhibit G
- Exhibit H

**Standard As-Needed Shredding Services Rate Sheet**

Item/service:

- A. Off-site Shredding Service: Price per container of items picked up:
- 1) Security Bin, 64 gallons of paper/200 lb. capacity, locked, slotted, 2-wheeled: \$ \_\_\_\_\_
- 2) Security Bin, 96 gallons of paper/300 lb. capacity, locked, slotted, 3-wheeled or 4-wheeled: \$ \_\_\_\_\_
- 3) Security Console, 32 gallons of paper/100 lb. capacity, locked, slotted, front or top load option, dimensions: 36"H x 20"W x 19"D: \$ \_\_\_\_\_
- B. Department Purges: Price per box, bin, bag, each or pound as required by each department.
- Department average: once/year.
- 1) Standard file box: \$ \_\_\_\_\_
- 2) 64-gallon security bin (200 lbs.): \$ \_\_\_\_\_
- 3) 32-gallon bag (70 lbs.): \$ \_\_\_\_\_
- 4) Hard Drive (each or per pound): \$ \_\_\_\_\_
- 5) Bankers Box of Media (per box or per pound): \$ \_\_\_\_\_
- 6) Price per pound for boxes, bins and bags not completely full: \$ \_\_\_\_\_
- C. Drop off/pickup charge: \$ \_\_\_\_\_



D. Minimum order: \$ \_\_\_\_\_

E. Purge Service Charge: \$ \_\_\_\_\_

Cash discount offered for prompt payment: \_\_\_\_\_%, 30 days

Has the Respondent complied with all specifications, requirements, terms and conditions of this Invitation for Bids?

Yes \_\_\_\_\_ No \_\_\_\_\_

A "no" answer requires a detailed explanation giving reference to all deviations to be submitted on company letterhead in attachment form. All exceptions must reference the IFB paragraph and section number followed by an explanation.

If you are the successful Respondent, will you extend costs quoted to the County of Santa Cruz to other municipalities, districts or jurisdictions (political subdivisions)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If discounts quoted herein are offered to other political subdivisions, additional delivery charges, if any, must be negotiated between that political subdivision and the Supplier.

I declare under penalty of perjury that I have not been a party with any other respondent to offer a fixed cost in conjunction with this Invitation for Bid.

Executed in \_\_\_\_\_, California, on \_\_\_\_\_, 2023

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PRINTED NAME OF PERSON WHO'S SIGNATURE APPEARS \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

<b>SECTION 7. EXHIBITS</b>
----------------------------

Exhibit A

RESPONDENT FACT SHEET

Name of Contractor: \_\_\_\_\_

Contractor Tax ID#: \_\_\_\_\_

Contractor operates and business is classified as:

Sole Proprietor     Partnership     Corporation

Government     Fiduciary     Other

Is Contractor:

- |   |  |
|---|--|
| 1. Authorized to do business in California?               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. A California-registered small business?                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. A disabled-owned business?                             | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. A women-owned business?                                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. A minority-owned business?                             | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Certified as a minority business by any public agency? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If yes, name of agency: \_\_\_\_\_

Name of certifying officer: \_\_\_\_\_ Phone #: \_\_\_\_\_

7. A Disadvantaged Business Enterprise (DBE) according to the definitions on next page.  
 If yes, indicate composition of ownership below.

___ % Disabled	___ % Women	___ % Black
___ % Hispanic	___ % Asian American	___ % Native American

Contractor has been in continuous operation under the present business name for \_\_\_ years.

Contractor's annual sales volume is \$\_\_\_\_\_

Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes\*  No

\*If Yes, identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension below, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for debarment/suspension (use additional pages if needed):

### **Standard Definitions**

Standard definitions for minority/women/disabled business enterprise for the purposes of Santa Cruz County Contract Compliance Procedures shall be as follows:

1. A **Minority Business Enterprise (MBE)** is a small business owned and controlled by one or more minorities or women. Owned and controlled means that:
  - A. At least 51 percent of the small business concern is owned and controlled by one or more Minorities or women or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by one or more minorities or women; and
  - B. Its management and daily business operations are controlled by one or more such individuals.
  
2. A **Women Business Enterprise (WBE)** is a small business, owned and controlled by one or more women. Owned and controlled means that:
  - A. At least 51 percent of the small business concern is owned by one or more women; and
  - B. Its management and daily business operations are controlled by one or more women who own it.
  
3. A **Disabled Owned Business Enterprise (DOBE)** is a small business owned and controlled by one or more disabled persons. Owned and controlled means that:
  - A. At least 51 percent of the small business concern is owned by one or more disabled persons; and
  - B. Its management and daily business operations are controlled by one or more disabled persons who own it.

NOTE: Certain projects conducted under state and federal oversight may have additional definitions and requirements.

Exhibit "B"  
CUSTOMER REFERENCES

List and submit with this bid four (4) customer references for whom you have furnished similar product in size and nature, two (2) of which in the Santa Cruz County Area if applicable. County/Public Agencies are preferred.

1. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

2. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

3. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

4. AGENCY/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Exhibit C  
COUNTY OF SANTA CRUZ  
NON-COLLUSION DECLARATION

TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH IFB

I, \_\_\_\_\_, am the  
(Name)

\_\_\_\_\_ of \_\_\_\_\_,  
(Position/Title) (Company)

the party making the foregoing IFB that the IFB is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the IFB is genuine and not collusive or sham; that the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham IFB; and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham IFB, or that anyone shall refrain from bidding; that the respondent has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the bid price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the IFB are true; and, further, that the respondent has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**EXHIBIT D  
PROTESTS AND APPEALS PROCEDURES**

**1. Protests to the General Services Director**

Any actual or prospective bidder, offeror or Respondent who is allegedly aggrieved in connection with the solicitation or award of a permit, other than a bid protest, may protest to the General Services Director. The protest shall be submitted in writing to the General Services Director (Purchasing Agent) within five (5) working days after Respondents have been notified of the County Board of Supervisors approval of an award.

**2. Decision of the General Services Director**

Following consultation with County Counsel, the General Services Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall:

- (a) State the reason for the action taken;
- (b) Inform the protestant that a request for further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the Board of Supervisors within seven (7) working days after receipt of the decision made by the General Services Director. However, if the underlying protested award is not subject to approval by the Board of Supervisors (contracts for services for up to \$100,000), then the General Services Director's decision shall be final.

**3. Protests and Appeals to the Board of Supervisors**

- (a) If permitted under Section 2(b) above, the decision of the General Services Director may be appealed to the Board of Supervisors.
- (b) Any actual or prospective bidder, offeror or Respondent who is allegedly aggrieved may protest a bid to the Board of Supervisors.

**4. Time Limits for Filing Protests and Appeals to the Board of Supervisors**

Protests and appeals to the Board of Supervisors must be filed no later than ten (10) working days after the date of the decision being protested or appealed. The County shall be considered an interested party. When the appeal period ends on a day when the County offices are not open to the public for business, the time limits shall be extended to the next full working day.

**5. Content of Protest and Appeal; Stay of Award**

Any appeal or protest shall be filed in writing with the Clerk of the Board of Supervisors and shall state, as appropriate, any of the following:

- A determination or interpretation is not in accord with the purpose of these procedures or County Code;
- There was an error or abuse of discretion;
- The record includes inaccurate information; or
- A decision is not supported by the record.

In the event of a timely appeal before the Board of Supervisors under this Section, the County shall not proceed further with the solicitation or with the award of the permit until the appeal is resolved, unless the County Administrative Officer, in consultation with County Counsel, the General Services Director, and the using department, makes a written determination that the award of the permit without delay is necessary to protect a substantial interest of the County.

**6. Protest and Appeal Procedure**

- (a) Hearing Date. A hearing before the Board shall be scheduled within thirty (30) days of the County's receipt of a protest or appeal unless the protestor and County both consent to a later date.
- (b) Notice and Public Hearing. The hearing shall be a public hearing. Notice shall be mailed or delivered to the protestor not later than ten (10) days before the scheduled hearing date.
- (c) Hearing. At the hearing, the Board shall review the record of the process or decision, and hear oral explanations from the protestor and any other interested party.
- (d) Decision and Notice. After the hearing, the Board shall affirm, modify or revise the original decision. When a decision is modified or reversed, the Board shall state the specific reasons for modification or reversal. The Clerk of the Board of Supervisors shall mail notice of the Board decision. Such notice shall be mailed to the protestor within five (5) working days after the date of the decision, and to any other party requesting such notice.
- (e) A decision by the Board shall become final on the date the decision is announced to the public.

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Signature

---

Print Name

---

Date

**Exhibit E**  
**Insurance Requirements**

**Note: For informational purposes only- does not need to be returned with response.**

Indemnity

In conjunction with work performed at County site, the Contractor shall exonerate, indemnify, defend, and hold harmless County (which shall include, without limitation, its officers, agents, employees and volunteers) from and against:

1. Any and all claims, demands, losses, damages, defense costs, other legal costs, or liability of any kind or nature which County may sustain or incur or which may be imposed upon it at any time for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Contractor's performance under the terms of this Contract, excepting any liability arising out of the sole negligence of the County. Such indemnification includes any damage to the person(s), or property(ies) of Contractor and third persons. In addition, the Contractor shall hold the County of Santa Cruz, its officers, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.
2. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to Contractor and Contractor's officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, Social Security and payroll tax withholding).

Insurance

Contractor, at its sole cost and expense, for the full term of this Contract (and extensions thereof), shall obtain and maintain at minimum all of the following insurance coverage. Such insurance coverage shall be primary coverage as respects County and any insurance or self-insurance maintained by County shall be excess of Contractor's insurance coverage and shall not contribute to it.

1. Types of Insurance and Minimum Limits
  - a) Worker's Compensation and Employer's Liability Insurance in conformance with the laws of the State of California.
  - b) Contractor's vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000.00 combined single limit per accident for bodily injury and property damage.
  - c) Contractor shall obtain and maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and property damage. Such insurance coverage shall include, without limitation:
    - (i) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this Request.
    - (ii) Full Personal Injury coverage.
    - (iii) Broad form Property Damage coverage, and
    - (iv) A cross-liability clause in favor of County.



2. Other Insurance Provisions

- a) As to all insurance coverage required herein any deductible or self-insured retention exceeding \$5,000.00 shall be disclosed to and be subject to written approval by County.
- b) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Contractor shall maintain such insurance coverage for five years after expiration of the term (and any extensions) of this Contract.
- c) All required Automobile Liability Insurance, Comprehensive or Commercial General Liability Insurance or Professional Liability Insurance shall contain the following endorsement as a part of each policy:

***"The County of Santa Cruz is hereby added as an additional insured as respects the operations of the named insured."***

- d) All the insurance required herein shall contain the following clause:  
***"It is agreed that these policies shall not be canceled, nor the coverage reduced until thirty (30) days after the County shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to the County as evidenced by properly validated return receipt. Such notice shall be sent to: County of Santa Cruz, Auditor-Controller, 701 Ocean Street, Santa Cruz, CA 95060"***
- e) Prospective Contractor agrees to provide County at or before the effective date of any award resulting from this solicitation with a certificate of insurance of the coverage required.
- f) If any insurance policy of Contractor required by these Contract Documents includes language conditioning the insurer's legal obligation to defend or indemnify the County of Santa Cruz on the performance of any act(s) by the named insured, then said insurance policy, by endorsement, shall also name the County of Santa Cruz as a named insured. Notwithstanding the foregoing, both the Contractor and its insurers agree that by naming County of Santa Cruz as a named insured, the County of Santa Cruz may at its sole discretion, but is not obligated to, perform any act required by the named insured under said insurance policies.
- g) Prospective Contractor shall do all things required to be performed by it pursuant to its insurance policies including but not limited to paying within five (5) work days, all deductibles and self-insured retentions (SIR) required to be paid under any insurance policy that may provide defense or indemnity coverage to County or any additional insured.
- h) All required insurance policies shall be endorsed to contain the following clause: "This Insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Santa Cruz County  
General Services Department – Purchasing Manager  
701 Ocean Street, Room 330  
Santa Cruz, CA 95060

Contractor agrees to provide its insurance broker(s) with a full copy of these insurance requirements and provide County on or before the effective date of this contract Certificates of Insurance for all required coverage.

Bidder will be required to furnish, at time of submittal of bid, proof of the insurances stated herein, which will be incorporated in the final contract with the Contractor selected.

If you do not currently carry the type/limit of insurance stated herein, please submit your RFP with any differences clearly noted. Indicate if you would be able to obtain the proposed insurance and, if so, indicate the dollar amount, if any, that your RFP would be increased due to the cost of this insurance. Finally, please indicate any other problems you or your insurance carriers may have with the proposed insurance requirements and why.

It is recommended that you provide a copy of the insurance requirements to your insurance broker(s) for review. Should either you or your broker have questions regarding any of these provisions, contact County Risk Management at 831-454-2246.

**Exhibit F**

**LOCALLY OPERATED BUSINESS PREFERENCE AFFIDAVIT OF ELIGIBILITY**

*Please review County Code Section 2.37.108 "Local Business Preference". Complete all areas below. Incomplete forms will be rejected. Submit completed form by email, mail or in person to the above address.*

- 1) LEGAL NAME OF BUSINESS: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Physical address (if different): \_\_\_\_\_
  
- 2) Month/year this business was established in Santa Cruz County:
- 3) Business license issued by an incorporated city within Santa Cruz County:  
Business license #: \_\_\_\_\_ Issued by: \_\_\_\_\_
- 4) For transactions that require sales tax, provide the following reseller information:  
Reseller's permit #: \_\_\_\_\_  
Company name and address as it appears on the reseller's permit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 1) Does this business have more than one (1) physical location in California?  
Yes \_\_\_ No \_\_\_  
If yes, please specify the physical location considered the point-of-sale for sales tax purposes:
- 6) Does this business have at least one (1) physical location staffed by at least one (1) full-time employee or owner/operator located in Santa Cruz County?  
Yes \_\_\_ No \_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 7) In the most recent tax year, was this business required to pay any or all of the following:  
Income taxes? Yes \_\_\_ No \_\_\_  
Payroll taxes? Yes \_\_\_ No \_\_\_  
Sales tax? Yes \_\_\_ No \_\_\_  
Property taxes for property located in Santa Cruz County? Yes \_\_\_ No \_\_\_
  
- 8) Is the local business delinquent in the payment of any taxes, charges or assessments owed to Santa Cruz County or to an incorporated city within Santa Cruz County?  
Yes \_\_\_ No \_\_\_

---

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County of Santa Cruz in an attempt to qualify for a local preference shall be prohibited from bidding on Santa Cruz County projects for a period of three (3) years.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibit G

**COUNTY OF SANTA CRUZ  
LIVING WAGE COMPLIANCE STATEMENT – FISCAL YEAR 2022-2023**

Only qualified employees covered under the Living Wage Ordinance 2.122 are allowed to work for County contracts and purchase orders. Vendors must familiarize themselves with this ordinance as located at <http://www.co.santa-cruz.ca.us> Business/vendor registration/Living Wage. Vendors must certify their intent to comply each year and return this completed form to: County of Santa Cruz: General Services Department, 701 Ocean St. Santa Cruz, CA 95060 or by email at [GSDSupportingDocs@santacruzcounty.us](mailto:GSDSupportingDocs@santacruzcounty.us).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Proposed Service: \_\_\_\_\_

1. Number of employees: \_\_\_\_\_ **Note: If five or less, skip questions 2-9, sign below and return.**
2. Of these employees, are they covered by a collective bargaining agreement? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
2a. If yes, please indicate the name(s) of the union and/or bargaining unit and then sign and return:  
\_\_\_\_\_  
2.b If no, are your covered employees receiving a pay rate that meets or exceeds the County of Santa Cruz Living Wage requirements (\$19.61/hr with benefits or \$20.73/hr without benefits)?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
3. Are medical benefits provided to your covered employees who are assigned to any County contract?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, enter the name and address of the program, plan or fund below.  
\_\_\_\_\_
4. Are your covered full-time employees receiving a minimum of twelve days compensated leave annually (sick and vacation leave combined)? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
4a. If No, does covered employee pay meet or exceed \$20.73/hr? Yes: \_\_\_\_\_ No: \_\_\_\_\_
5. Will any subcontractors perform work on this contract? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please complete and submit a copy of this form for each subcontractor working on County contract.
6. Within the last five years, have you had any violations with the National Labor Relations Board, Occupational Safety and Health Agency, California Labor Commission, Equal Employment Opportunity Commission, and/or the Department of Fair Employment and Housing?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
6a. If yes, attach a statement describing the findings of violations and how they were addressed.  
You may be required to provide information regarding employee turnover, wages paid, benefits and employee grievance/complaints.  
6b. If this ever applies, will you provide this information within 10 days of request? Yes: \_\_\_\_\_ No: \_\_\_\_\_
7. For each County contract, you may be required to provide certified payroll records after the contract is completed to include the following information for each employee assigned to the work: employee name, contact phone number, job classification, hire date, employer benefit contribution, and hourly wage.  
Do you agree to provide this information within 10 days of request? Yes: \_\_\_\_\_ No: \_\_\_\_\_

I certify, under penalty of perjury, that the above information is true and correct.

Name (please print) Title Phone Number Fax Number

Signature Date

Email address

Attachment 1

**Off-Site Document Destruction Form**

Directions: Provide Cost per Bin (per item), One Year Total Cost (Cost of Bin times Pickup Schedule factor times # of bins), Grand Total One Year

<b>Human Services Dept (HSD)</b>					
<b>Contact Name &amp; Email: Micki Coca-Buss, micki.cocabuss@santacruzcounty.us Billing Email: HSDFAP@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
1000 Emeline Ave., Santa Cruz	64	\$	Bi-Weekly (X 26)	1	=
1020 Emeline Ave., Santa Cruz	64	\$	Bi-Weekly (X 26)	8	=
1040 Emeline Ave., Santa Cruz	64	\$	Bi-Weekly (X 26)	4	=
1400 Emeline Ave., Santa Cruz	64	\$	Bi-Weekly (X 26)	4	=
245 Westridge Dr., Watsonville	64	\$	Bi-Weekly (X 26)	4	=
18 W. Beach St., Watsonville	64	\$	Bi-Weekly (X 26)	4	=
12 W. Beach St., Watsonville	64	\$	Bi-Weekly (X 26)	3	=
842 Front Street, Santa Cruz	96	\$	Monthly (X 12)	1	=
<b>Health Services Agency (HSA)</b>					
<b>Contact Name &amp; Email: Ginette Hicks, Ginette.hicks@santacruzcounty.us Billing Email: HSA_PO_Invoices@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
1400 Emeline Ave., Santa Cruz	64	\$	Bi-Weekly (X 26)	5	=
1400 Emeline Ave., Santa Cruz	32	\$	Bi-Weekly (X 26)	2	=
1060 Emeline Ave., Santa Cruz	32	\$	Monthly (X 12)	2	=
1070 Emeline Ave., Santa Cruz	32	\$	Monthly (X 12)	1	=
1080 Emeline Ave., Santa Cruz	96	\$	Weekly (X 52)	1	=
1080 Emeline Ave., Bldg D, Santa Cruz	32	\$	Bi-Weekly (X 26)	5	=
1430 Freedom Blvd., Suite A, Watsonville	32	\$	Bi-Weekly (X 26)	2	=
1430 Freedom Blvd., Ste D, Watsonville	96	\$	Bi-Weekly (X 26)	1	=

Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
1430 Freedom Blvd., Suite D, Watsonville	32	\$	Monthly (X 12)	1	=
1430 Freedom Blvd., Suite F, Watsonville	64	\$	Bi-Weekly (X 26)	2	=
987 Bostwick Lane, Santa Cruz	32	\$	Bi-Monthly (X 6)	1	=
140 Herman Avenue, Watsonville	32	\$	Monthly (X 12)	1	=
1800 Green Hills Rd., Suite 240, Watsonville	96	\$	Monthly (X 12)	1	=
115A Coral Street, Santa Cruz	32	\$	Bi-Weekly (X 26)	2	=
<b>District Attorney (DAO)</b>					
<b>Contact Name &amp; Email: Susan Baum, susan.baum@santacruzcounty.us</b>					
<b>Billing Email: susan.baum@santacruzcounty.us; monika.tessmer@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
701 Ocean St., Room 200, Santa Cruz	32	\$	Bi-Weekly (X 26)	9	=
275 Main Street, Watsonville	32	\$	Bi-Weekly (X 26)	2	=
<b>Personnel (PER)</b>					
<b>Contact Name &amp; Email: Maricela Arredondo</b>					
<b>Billing Email: maricela.arredondo@santacruzcounty.us; esmeralda.sanchez@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
701 Ocean St., Santa Cruz, Rm 510	32	\$	Bi-Weekly (X 26)	2	=
<b>County Fire</b>					
<b>Contact Name &amp; Email: Melissa Scalia, melissa.scalia@santacruzcounty.us</b>					
<b>Billing Email: melissa.scalia@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
6059 Highway 9, Felton	32	\$	Monthly (X 12)	2	=

<b>Public Works Department (DPW)</b>					
<b>Contact Name &amp; Email: Jana Vargas, jana.vargas@santacruzcounty.us</b>					
<b>Billing Email: Accounts.Payable@santacruzcounty.us, kim.moore@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
701 Ocean St., Room 410, Santa Cruz	96	\$	Bi-Monthly (X 6)	1	=
<b>Parks Department</b>					
<b>Contact Name &amp; Email: Frankie Farr, Frankie.farr@santacruzcounty.us</b>					
<b>Billing Email: Parksfiscal@scparcs.com</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
979 17th Avenue, Santa Cruz	32	\$	Monthly (X 12)	1	=
<b>Public Defender (PDO)</b>					
<b>Contact Name &amp; Email: Dylan Jones, dylan.jones@santacruzcounty.us</b>					
<b>Billing Email: dylan.jones@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
420 May Avenue Santa Cruz	64	\$	Bi-Monthly (X 6)	1	=
440 May Avenue Santa Cruz	32	\$	Bi-Monthly (X 6)	1	=
315 Main St Watsonville	32	\$	Bi-Monthly (X 6)	1	=
<b>Treasurer-Tax Collector (AUD)</b>					
<b>Contact Name &amp; Email: Shawna Fuller, shawna.fuller@santacruzcounty.us</b>					
<b>Billing Email: christine.jandreau@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
701 Ocean St., Room 100, Santa Cruz	96	\$	Monthly (X 12)	1	=
<b>County Administrative Office (CAO)</b>					
<b>Contact Name &amp; Email: Emiko White, emiko.white@santacruzcounty.us</b>					
<b>Billing Email: emiko.white@santacruzcounty.us</b>					
Department/Location	Bin Size (GAL)	Cost per Bin	Pickup Schedule (factor)	# of Bins	One Year Total Cost
701 Ocean St., Room 520, Santa Cruz	32	\$	Monthly (X 12)	1	=
GRAND TOTAL ONE YEAR (78 BINS OFF-SITE):					=

### As Needed Offsite Shredding Services

(For Informational Purposes Only)

**Probation (PRB) – \*\*AS NEEDED ONLY\*\***

**Contact Name & Email: Debbie Windisch, debbie.windisch@santacruzcounty.us**

**Billing Email: debbie.windisch@santacruzcounty.us**

Department/Location	Bin Size (GAL)	Pickup Schedule (factor)	# of Bins
3650 Graham Hill Rd Felton CA	64	Yearly	15